

Dear [Colleague's Name],

I was deeply saddened to hear about your loss. Please accept my heartfelt condolences during this difficult time.

Know that you are not alone, and we are here to support you in any way you need. Your strength during this trial is truly inspiring.

Take all the time you need to grieve and heal. We look forward to your return when you feel ready.

With deepest sympathy,

[Your Name]

[Your Position]